

Dear Secretary Barham;

Below is a description of the process taken by the DOA Office of State Purchasing, when a state agency submits a requisition for meat, poultry and/or seafood.

When requisitions are received from the state agencies it is because their intended purchase will exceed their delegated purchasing authority. It can be viewed on-line and on the internet by all. Anyone can bid and bids are awarded to the lowest responsive bidder that is in compliance with the specifications.

Bid prices may vary from agency to agency and also from region to region. There is not a set price for an extended period of time like there is for items on statewide contracts. These items are bid every two or four months depending on the agency's needs. The most common items purchased by the agencies are the domestic farm raised catfish, shrimp, crab meat and crab claws. These seafood items are purchased from Louisiana vendors and are caught in Louisiana waters. This is because of the 10% preference allowed under the procurement code R.S. 39:1595 while purchasing these items. See attached guide

In addition, any vendor that submits a bid on meat, poultry and/or seafood must go through the Grading and Certification Program by the La Department of Agriculture and Forestry. This program ensures that the meat, poultry and seafood products received by state institutions and schools are wholesome and of the highest quality. This is performed by the LDAF meat and poultry inspectors.

R.S. 39:2101 states, "All state agencies, state institutions or local school districts operating food service facilities for students or for patients or inmates in their custody, shall utilize only those meat, poultry and seafood products that have met all LDAF requirements for grading and certification."

Furthermore, "No contract shall be entered into by any state agency, state institution or local school district for the operation of any facility that includes a food service facility, UNLESS the contract contains provisions requiring that any meat, poultry for seafood utilized in such facility has met all LDAF requirements for grading and certification service."

For further information you can contact Jim Jenkins or Carolyn Patin, 225-922-1358 at the Department of Agriculture.

As indicated above, if the dollar amount of the intended purchase is within the agency's purchasing authority, the purchase will be handled at the agency. However, if the intended purchase exceeds the agency's purchasing authority, the agency will send a requisition to the Office of State Purchasing, for bidding and awarding for the agency.

I hope this information is helpful, please do not hesitate to call if you have questions. I can be reached 225-342-8057

Denise Lea  
Assistant Commissioner